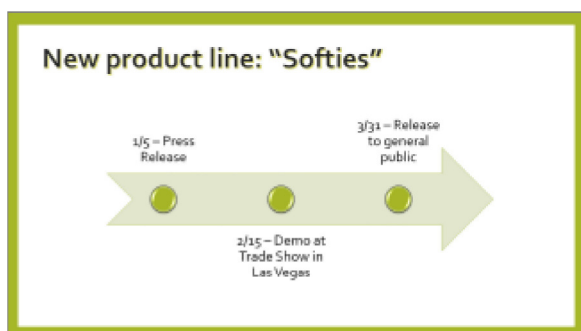
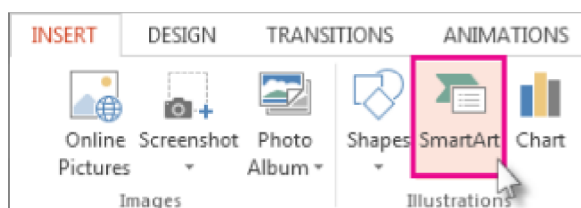


# Create a timeline

When you want to show a sequence of events, such as project milestones or events, you can use a SmartArt graphic timeline. After you create the timeline, you can add more dates, move dates, change layouts and colors, and apply different styles.

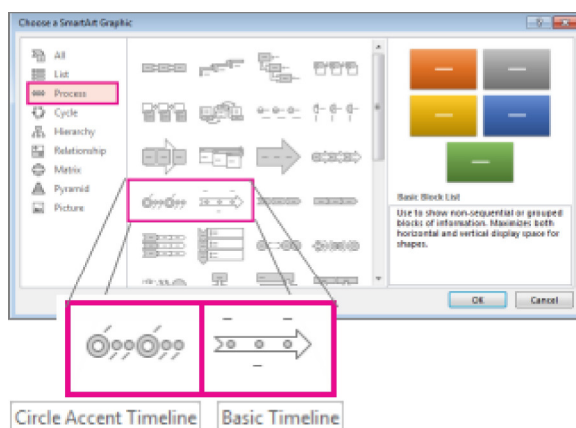


1. On the **Insert** tab, click **SmartArt**.



2. In the **Choose a SmartArt Graphic** gallery, click **Process**, and then double-click a timeline layout.

**TIP** There are two timeline SmartArt graphics: **Basic timeline** and **Circle Accent Timeline**, but you can also use almost any process-related SmartArt graphic.



3. Click **[Text]**, and then type or paste your text in the SmartArt graphic.

**NOTE** You can also open the **Text Pane** and type your text there. If you do not see the **Text Pane**, on the **SmartArt Tools** **Design** tab, click **Text Pane**.

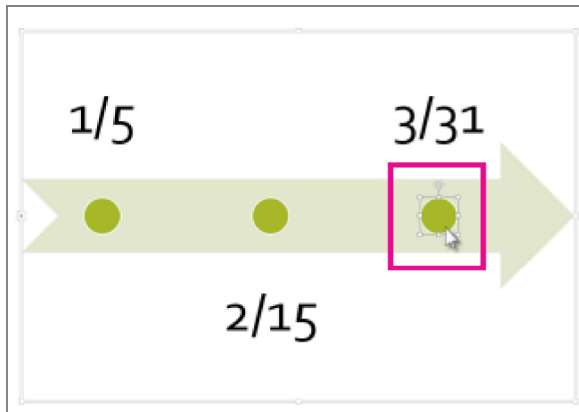
Also in this article:

- [Add more dates to your timeline](#)

- [Move a date in your timeline](#)
- [Change to a different timeline layout](#)
- [Change the colors of your timeline](#)
- [Apply a SmartArt style](#) to your timeline

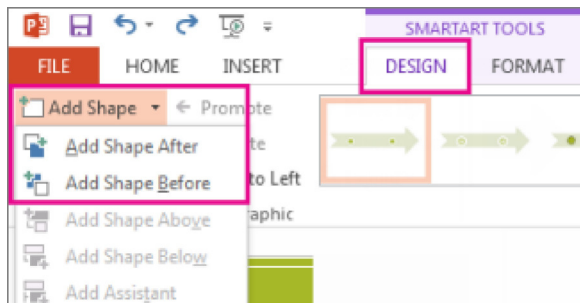
## Add more dates to your timeline

1. Click a shape in the timeline.



2. On the **SmartArt Tools****Design** tab, do one of the following:

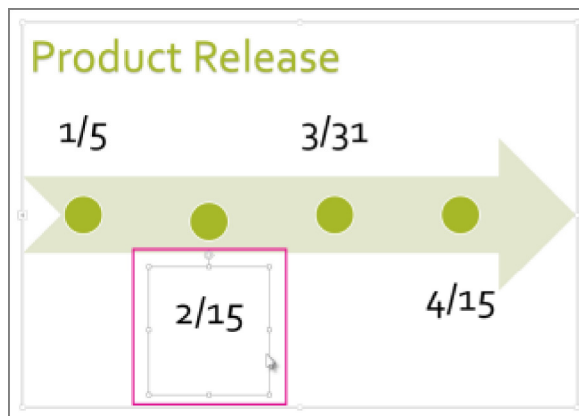
- To add an earlier date, click **Add Shape**, and then click **Add Shape Before**.
- To add a later date, click **Add Shape**, and then click **Add Shape After**.



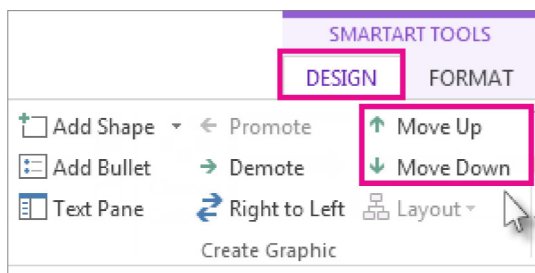
3. In the new date box, type the date that you want.

## Move a date in your timeline


1. On the timeline, click the date you want to move.

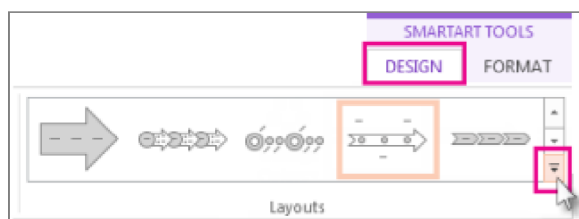


2. On the **SmartArt Tools****Design** tab, do one of the following:
  - To move a date sooner than the selected date, click **Move Up**.
3. To move a date later than the selected date, click **Move Down**.



## Change to a different timeline layout

1. Click the SmartArt graphic timeline.
2. On the **SmartArt Tools****Design** tab, in the **Layouts** group, click **More** .

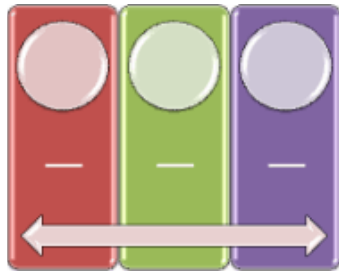


**NOTE** To view only the timeline and process-related layouts, at the bottom of the layouts list, click **More Layouts**, and then click **Process**.

3. Pick a timeline or process-related SmartArt graphic, like the following:
  - To show progression in a timeline, click **Accent Process**.

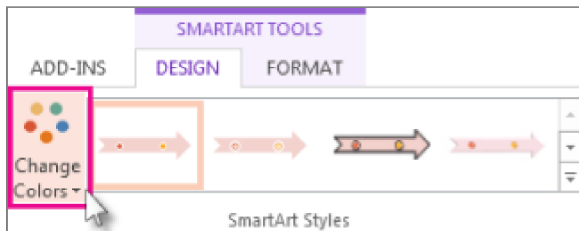


- To create a timeline with pictures or photos, click **Continuous Picture List**. The circular shapes are designed to contain pictures.



## Change the colors of your timeline

1. Click the SmartArt graphic timeline.
2. On the **SmartArt Tools** **Design** tab, click **Change Colors**.



**NOTE** If you don't see the **SmartArt Tools** **Design** tab, make sure you've selected the timeline.

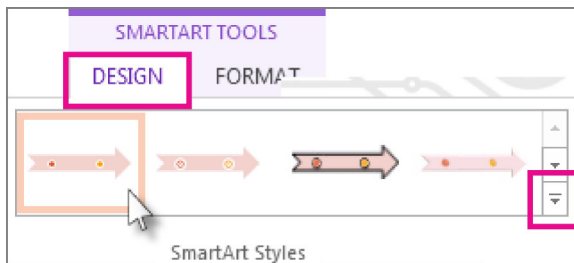
3. Click the color combination that you want.


**TIP** Place your pointer over any combination to see a preview of how the colors look in your timeline.

## Apply a SmartArt style

A SmartArt style applies a combination of effects, such as line style, bevel, or 3-D perspective, in one click, to give your timeline a professionally polished look.

1. Click the timeline.
2. On the **SmartArt Tools** **Design** tab, click the style you want.



**TIP** For more styles, click **More** , in the lower right corner of the **Styles** box.

For more information about creating timelines in other Office 2013 programs, see the following:

- [Create a timeline in Visio](#)
- [Import and export timeline data between Visio and Project](#)
- [Create a timeline in Project](#)